

APPLICATION FORM - CLINICAL COURSE / STUDY DAY

BLOCK CAPITALS PLEASE, IN BLACK INK OR TYPESCRIPT

NAME: _____

ADDRESS: _____
(For correspondence)

POSTCODE: _____

TEL NO: Home: _____ Work: EXTN: _____

Email: _____

PLACE OF WORK: DEPARTMENT: _____ JOB TITLE _____

PROGRAMME TITLE:

WHERE DID YOU HEAR ABOUT THIS COURSE:

Course
Date

COST:

Form of Payment: INVOICE / CHEQUE
Purchase Order No. _____
All Cheques should be payable to St Catherine's Hospice

INVOICE TO: _____

APPROVED BY: Managers Name: _____ Signature: _____

On behalf of: _____ e.g. PCT / Nursing Home / Company

Please Tick to confirm that you agree to the Terms and Conditions on the reverse of this form:

RETURN FORM TO:

Anne Truett – Education & Training Centre Co-ordinator

St Catherine's Education & Training Centre, Malthouse Road, CRAWLEY, West Sussex , RH10 6BH

Tel: 01293 447375 Fax: 01293 447379 E-mail: annetruett@stch.org.uk

TERMS AND CONDITIONS

Booking Conditions:

Provisional places on courses will be held for 28 days after which the booking may be released without further notice. Receipt of Booking Form will be sent within 10 days of receipt of the Booking Form, and a confirmation letter will be sent within 28 days prior to the course date giving any additional details that maybe necessary. Certificates will be issued at the end of the course.

Payment:

Full payment is required before the Course Date. Cheques should be made payable to *St Catherine's Hospice*. If an invoice has been requested, this will be sent direct from our Accounts Department and if a Purchase Order No. is required by your organisation, this must be quoted on the Booking Form.

Cancellations / Substitutions:

Refunds can be made on cancellations for any bookings cancelled at least 28 days prior to the event No refunds will be made for non-attendance or cancellation after that time.

It maybe possible, at the time of cancellation, for Delegates to transfer to a similar course taking place at a later date, subject to availability

We reserve the right to cancel courses if there are insufficient numbers 28 days prior to the course date. Delegates will be notified in writing and refunds given where appropriate

Catering:

External Delegates-

Full-day courses include all refreshments and lunch. We will endeavour to cater for all Special Dietary Needs, but these require seven days advanced notice.

Half Day courses include all refreshments

No food or beverages may be brought to the Centre for consumption

Data Protection:

St Catherine's Education & Training Centre keeps any personal information you supply for the purpose for which you have provided it. It is not passed to other Organisations, unless this is made explicit when you supply it. However we may from time to time may wish to send you details on other courses and services.

If you do not wish to receive this information please tick here

General:

We cannot accept any responsibility for loss or damage to personal property.

All Delegates are required to register their attendance on arrival.

The Hospice Library has many books and journals relating to Palliative Care and is available to Course Participants for reference